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SAPC - 9357
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25 September 1956

Dear George:

Re your letter of 27 August 1956, subject "Vacations".

In your letter of 27 August, you posed certain questions in connection with vacation privileges for your people furnished our Project. We would propose the following solutions to your specific questions:

Question 1: Personnel on our foreign Base A, taking their mid-contract vacation in a foreign area, will enter a leave status upon departure from the operating base. Inasmuch as no shuttle service is required to reach commercial transportation facilities, no travel expenses or other monies will be involved.

In the case of personnel of foreign Base B, however, where controlled access and egress is maintained by the Project, leave time would commence upon the arrival of the shuttle aircraft at the terminal point where commercial facilities are available. In this latter case, the Project will furnish such shuttle transportation free of charge, of course, but no further monies will be involved.

Question 2: By accumulated "mandatory days off", we understand you to mean "local leave" time that may not be accumulated for eventual payment at the end of the contract period. In other words, this is "local leave" that must be used by the individual employee or lost at the expiration of his contract. We see no objection to the utilization of such "local leave" to extend the vacation period, or to start it earlier, but believe that this is a question which must be settled by the Base Commander in his determination as to how long it will be possible for him to permit the employee to be absent from his duty post.

Question 3: By "optional days off", we understand you to mean those days of unused "local leave" which may be accumulated for eventual cash payment at the end of the contract period. We believe that the answer to this question is the same as that indicated in Question 2 above.

Question 4: If the individual employee desires to take his entire vacation in a foreign area, we see no objection to his splitting such vacation into two parts, but again believe that this will be a problem for the Base Commanding Officer to decide - it involves the matter of sufficient personnel being retained on the Base to accomplish the primary Project responsibility and this is a matter for local command decision.

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Question 5: The individual employee has the option of taking his leave in a foreign area or in the ZI; if he chooses to return to the ZI, it must be with the understanding that this will comprise his total vacation period of four weeks. Under these circumstances, we have agreed to furnish transportation. The objective of such ZI leave is to enable the man to have a reasonable period of time for reorientation and rest in the ZI and we do not believe that such return transportation would be justified for a lesser period of ZI leave.

We regret that we have not answered your letter sooner, but hope that you will find these suggestions suitable guidance on the points raised. We might also point out that we recently clarified the similar leave questions for our Base Commanding Officers and the above points are in line with our latest directives to the field organizations.

Sincerely,

Dick

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